

## TRAINING OFFICER STUDY GUIDE

A written examination for the class of **TRAINING OFFICER** to be administered in **RUSTON** on **MAY 21, 2015**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program; conducting training in supervision and public relations.	19.0%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of forcible entry, fire streams, ventilation, rescue, fire attack, safety, and hazardous materials. Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	31.0%
<b>WATER SUPPLY AND PUMP OPERATIONS</b>  Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; pump operations; sprinklers and standpipe systems; and driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	11.0%
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, extinguishers.	8.0%
<b>FIRE PREVENTION AND INVESTIGATION</b>  Knowledge of fire prevention and inspection procedures, sufficient to train departmental employees in performing fire inspections and fire investigations; and the collecting of information for pre-fire planning.	6.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving management theory and organizational behavior; researching, planning, organizing, and directing departmental operations; and personnel management, including applicable provisions of civil service law.	14.0%
<b>RECORDS AND REPORTS</b>  Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	11.0%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
- Pumping Apparatus Driver/Operator, 2nd ed., 2006.
- Fire and Emergency Services Instructor, 7th ed., 2006.
- Fire Hose Practices, 8th ed., 2004.
- Fire and Emergency Services Company Officer, 4th ed., 2007.
- Fire Service First Responder, 1st ed., 2000.
- Hazardous Materials: Managing the Incident, 3rd ed., 2005.

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

**OTHER RECOMMENDED PUBLICATIONS:**

**KIRK'S FIRE INVESTIGATION**, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.  
**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.